SURVEY OF FOREIGN INSTITUTES

A. WHAT IS MAINTAINED?

  1. Define the area and the period of time covered by the file.

  2. What are the sources of information?

B. HOW IS IT FILED?

  1. Filing system

  2. How is it indexed?

  3. Is it Cross-referenced?

  4. Is it Summarized?

  5. Are mechanical sorting and selecting devices in use?

C. SIZE OF FILE

  1. How many cards, dossiers, etc. are there? (Express in terms of documents, dossiers, as well as drawers).

  2. What is the average monthly volume of acquisition?

  3. What employees are assigned to maintaining the file and providing service from it.?

  4. What are these employees located in the organization?

D. DOES FILE SERVE PURPOSE? (Does it meet needs of the immediate office in which it is located? Explain)

E. USE

  1. Who else is served by the file? How? How often?

  2. What service is requested which cannot be supplied?

  3. Are requesters referred to other sources? How, when and what sources?

F. FUTURE OF FILE   ( ) Maintain on same basis   ( ) Retire   ( ) Expand  ( ) Integrate w/
                    ( ) Integrate w/ other work in immediate office          others.